

# 國立成功大學圖書館 教師/醫師 代借委託卡申請書

## NCKU Library Proxy Card Request Form for Faculty/Medical Doctors

No. \_\_\_\_\_

本人 \_\_\_\_\_ 因故無法親至圖書館借書，擬委託他人代借，此君所持之識別證，確為本人所交與，若有任何冒借情事願自行負責，請准予借書為禱。

I hereby designate this person as my proxy borrower to check out library materials on my library account on my behalf and be responsible for all activity on my account.

委託人/Faculty Name : \_\_\_\_\_ (簽名)

系所單位/Department : \_\_\_\_\_

識別證號/Faculty ID No. : \_\_\_\_\_

辦理日期/Issue date : \_\_\_\_\_

經辦人員/Library staff : \_\_\_\_\_

主 管/Director : \_\_\_\_\_

### 重要備註/Important Notes :

1. 請教師/醫師親自攜帶識別證及此申請單至圖書館流通櫃檯辦理，館方將核發代借委託卡。  
Current NCKU faculty/medical doctors are eligible for a proxy card. Applicants should bring NCKU faculty ID along with this request form to the Circulation Desk in person.
2. 受委託人需持個人之本校識別證(眷屬攜帶身分證或眷屬閱覽證)、代借委託卡及委託人之識別證到館辦理代借手續。  
Proxy card holders should bring the proxy card, his/her personal ID and faculty ID while checking out library materials on faculty's behalf.
3. 欲終止委託時請將代借委託卡繳回流通櫃檯。  
If faculty/medical doctors wish to cancel the proxy card for any reason, please return it to the Circulation Desk.
4. 依 國立成功大學圖書館圖書資料借閱規則 施行之。  
The service is based on the National Cheng Kung University Library Rules for Loan Services of Books and Materials.

